



# Foreign Affairs Manual

## VOLUME 9 – Visas

Change Transmittal: VISA-1903

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## 9 FAM 40.34 PROCEDURAL NOTES

### Changes

1. This Change Transmittal updates 9 FAM 40.34 Procedural Notes as part of CA/VO's annual FAM review.
2. Current changes are shown in *italic* and *dark magenta* to make it easier for the reader to identify them. However, if 50% or more of the subchapter is being revised, the *italic* and *dark magenta* can make it harder to identify changes. In those cases, normal black font is used throughout.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is CA/VO/L/R. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

### Filing Instructions (Paper Copies)

1. Remove and discard the old 9 FAM 40.34 Procedural Notes (CT:VISA-1842; 06-15-2012) and insert the new 9 FAM 40.34 Procedural Notes (CT:VISA-1903; 10-01-2012).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:VISA-1903 and initial.

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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.